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**YOUTH COUNCIL ON WORKFORCE SERVICES**  
**Monthly Meeting Minutes**  
**Thursday, August 16, 2004**  
**3:00 p.m.**

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Presiding: Paul Jackson, Chair

Present: James Andersen, Betty Barker, JoeAnn Bartlett, Linda Fife, Sandra Hemmert, Don Johnson, Dr. John Latkiewicz, David Melville, Akilah Messado, Jude Schmid, Claire Turner, Sherri VanBibber

Absent: Susan Archibeque, Rep. Brent Goodfellow, Gay Pinnecoose, Lona Walton, Janet Wolf, Julie Zimmerman,

Excused: Greg Diven, Rich Parks, Dr. Stephen Ronnenkamp, Kay Thibodeaux,

Guests: Kent Fitzgerald, SL Co. YES

Staff: Amy Aldridge, Rebecca Banner, Jane Gardner, Steve Leyba, Diane Lovell, Mary Peterson

**Welcome and Announcements**

Chairman Paul Jackson called the meeting to order at 3:15 p.m. Mr. Jackson introduced a new member of the Youth Council, John Latkiewicz, Dean Salt Lake Community College Skills Center. He is replacing Nathan Ward. Mr. Jackson then asked members to introduce themselves.

Mr. Jackson announced the Annual Council of Councils meeting to be held October 14<sup>th</sup> and 15<sup>th</sup> at the new Davis Conference Center in Layton. Mr. Jackson asked that all planning to attend confirm with Diane Lovell. More information will be forthcoming.

Mr. Jackson informed the council that a DVD of the Cultural Diversity Video produced by Granite School District has been requested. Diane Lovell has copies for any member interested in viewing the DVD.

Mr. Jackson reported that a Work Ability CD is also available for viewing by the Youth Council. This CD provides a guide for employers that hire people with disabilities. Contact Diane Lovell if you are interested in this CD.

**Approval of Minutes**

Paul Jackson asked for a motion to approve the Youth Council minutes of May 17, 2004. Sherri VanBibber moved the Youth Council minutes of May 17, 2004 be approved. David Melville seconded the motion. All voted "Aye". The motion passed.

**Youth Employment Ability Services (YES) Program Year-end Update**

Jude Schmid, YES Program Manager, provided the Council with the YES Program year-end update. A number of program improvements were reported. In July 2003 the YES program had 236 youth in active status. In July 2004, 507 youth were in active status representing a 114% increase.

July 1, 2003, YES case managers had an average active caseload of 19.7 youth. As of July 1, 2004, the average caseload had increased to 53.6 youth. While enrollment has increased, the Program continues to maintain good performance standards.

Ms. Schmid also reported that 53 youth earned their GED's this past year and 64 received diplomas. DWS and the Department of Labor (DOL) have audited case files and favorable outcomes have been received.

Ms. Schmid shared a few elements of a Training Employment and Guidance (TEGAL) notice from DOL that was received July 16, 2004. It addresses DOL's new strategic vision to serve more "out of school" and "at risk" youth under the Workforce Investment Act (WIA).

Ms. Schmid reported that 45 youth worked in the Summer Youth Program in work sites such as the Youth City Arts Program, Salt Lake Fleet Management, DWS, and daycare. Sixteen youth were involved in the Youth Build Program. Lastly, 38 youth earned certification in a 16-plus hour training curriculum designed by the Salt Lake Community College on becoming a valued incoming employee.

Joe Ann Bartlett raised a question the full capacity of the YES program and the turn around time to enroll and exit the program. Ms. Schmid indicated there was a 34% turn over last year.

Sherri VanBibber asked if there is a waiting list. Ms. Schmid responded that there is approximately a 2-month waiting period to get into the YES Program.

Dave Melville commented on his appreciation for the help the YES Program and staff has given to the youth served by the Division of Juvenile Justice Services.

#### **State Youth Council Meeting**

Diane Lovell referred to the 7/15/04 State Council Summary on page 5 of the Agenda Packets. Ms. Lovell next mentioned that in the last Youth Council meeting it was recommended that the YES contact be extended through September 30, 2005. The Regional Council and the State Council approved the recommendation for extension.

Diane Lovell then referred to an August 12, 2004 "support" letter to DOL from the Regional Council. The Council sent the letter in support of DWS ' waiver request to modify the WIA definition of *low-income individual* and *out of school youth* per the following:

- 1) the definition of *low income individual* be expanded to include foster care youth who have aged out of the system; and,
- 2) the definition of *out of school youth* be amended to include foster care and youth in corrections - regardless of whether they are in school or out of school.

The waiver was requested to enable DWS to serve more youth in foster care in accordance with the Governor's Transition to Adult Living initiative.

#### **Transition to Adult Living**

Joe Ann Bartlett, Human Services-DCFS, Child Welfare Supervisor provided a update and program overview for the Council. Ms. Bartlett's overview referred to one of the Transition to Adult Living tools created to assess the needs of youth. This tool is endorsed by the State and is available on the internet at [www.caseylifeskills.com](http://www.caseylifeskills.com) at no charge. This assessment begins at age seven or eight and continues through adulthood. It begins on a 2<sup>nd</sup> grade reading level and increases to a 4<sup>th</sup> grade level. This is youth-driven and is available in both English and Spanish. Currently there are 275 youth in custody in Salt Lake County and approximately 500 statewide. This online tool is facilitated by the caseworker and/or foster parent. The Casey Skills Tool is user friendly and is available online and in a hard copy format.

Joe Ann Bartlett also reported on another initiative that requires all youth to take drivers education. This must be offered as a necessity to assist youth in obtaining a drivers license. Most school districts have a waiver to pay for this class.

### **DWS Update and Performance Outcomes**

Rebecca Banner, Program Specialist reviewed a snapshot of a quarterly report on Performance Measures for through May 2004 found on page 9 of the Youth Council packet. The Youth Council asked that additional clarification regarding this report be provided at the next meeting.

Chairman Jackson indicated that staff will inform the Council regarding performance concerns and recommended corrective action. Steve Leyba, Assistant Regional Director, stated that DWS is always looking for ways to improve its reporting formats and to present information in a way that "makes sense" to the Council. He noted that the Department appreciates the Council's comments and feedback and will prepare a more "user friendly" outcome measures report for the October meeting.

### **May 24<sup>th</sup> Retreat Summary and 2005 Strategic Planning and Youth Summit**

Paul Jackson referred to the revised Youth Council mission statement. He noted that the Retreat was beneficial and expressed his appreciation to Council members. Council members were again asked to read through the Yellow Book and the Red Book and submit additional names and coordinating organizations to be involved in the Youth Summit.

Mr. Jackson proposed holding a meeting with a small group to discuss and plan the Youth Summit before the end of 2004. The following volunteered to attend the meeting:

- Betty Barker
- Linda Fife
- Joe Ann Bartlett
- Amy Aldridge
- James Andersen
- Dave Melville

Diane Lovell will send out a reminder notice of the meeting scheduled on September 9, 2004 at 7:00 a.m. at Horizonte.

### **October 18 Agenda Items and Meeting Calendar**

The Youth Council made the decision to continue holding future meetings at DWS as this is the best central location for all involved.

Council members were also asked to review the information on the Youth Council membership roster and send corrections and updates to Diane Lovell.

### **Other Business**

Claire Turner indicated October 16, 2004 the University of Utah will be hosting a conference in conjunction with the Girl Scouts on Defining Your Path. Information regarding this conference will be forthcoming.

The next Youth Council meeting will be held on October 18, 2004 at DWS.

Meeting adjourned at 4:40 p.m.